

APPLICATION INFORMATION FOR INCOMING LAW EXCHANGE STUDENTS

We from Leiden Law School welcome nominated applicants from our Exchange Partner Institutions!

Your application as an exchange or study abroad student at Leiden will be taken care of by our university-wide Student Educational Affairs office, also called Admissions Office. They will also take care of housing, immigration and general admissions issues (if applicable). Should you have any questions about the law programme please do not hesitate to contact us by sending an email to incomingexchange@law.leidenuniv.nl

Application procedure

Even though the exchange or study abroad coordinator at your home university has nominated you for an exchange period at Leiden University, your admission to Leiden University still needs to be confirmed through a formal registration process. You can do this through an [electronic application form](#), to be submitted before April 1st (for students starting in September) and October 15th (for those starting in February).

Documents needed for application and admission

Exchange students from within the European Union

- a nomination form (can be downloaded through the online application system)
- Certified copies of your transcript(s)
- a copy of your home university ID
- a copy of your passport/ID

Exchange students from outside the European Union

- a nomination form (can be downloaded through the online application system)
- Certified copies of your transcript(s)
- a copy of your home university ID
- English language test result (IELTS score 6.5 or higher or TOEFL score 90 internet-based or higher) (NB not applicable for students who completed their secondary education in Australia, Canada (except Quebec), Ireland, New Zealand, the UK or the USA or students who have a have an International Baccalaureate diploma)
- a motivation letter

- a letter of recommendation
- For Chinese students: [Nuffic certificate](#)
This is an obligatory document for the study visa for Chinese students. Students are advised to apply for this certificate at the same time as applying for admission to the university.
- a copy of your passport/ID
- a completed visa application (information about this process will be sent to you by the admissions office).

Study Abroad (fee paying) students

- Original certified copies of your university transcript(s)
- English language test result (IELTS score 6.5 or higher or TOEFL score 90 internet-based or higher) (NB not applicable for students who completed their secondary education in Australia, Canada (except Quebec), Ireland, New Zealand, the UK or the USA or students who have an International Baccalaureate diploma)
- a letter of motivation
- two letters of recommendation
- For Chinese students: [Nuffic certificate](#)
This is an obligatory document for the study visa for Chinese students. Students are advised to apply for this certificate at the same time as applying for admission to the university.
- a copy of your passport/ID
- a completed visa application (information about this process will be sent to you by the admissions office).

Courses

When you complete your online application form, you will be asked to submit course choices for the period of your stay in Leiden. For Exchange and Study Abroad Students, we have developed a special set of courses, the so-called Leiden Law Courses (course codes starting with 2298). These courses are organised in such a way there will be no, or hardly any, overlap between courses and exams and first (Fall) semester courses and exams will be finished before Christmas.

Some courses in our regular undergraduate programmes which are taught in English are also open for Exchange and Study Abroad Students. Please note that these courses may have conflicting schedules with the Leiden Law Courses. Also in the first (Fall) semester it is very likely that the exams of these courses take place in January. In these cases no special arrangements can be made.

A full study load for one semester consists of 30 ECTS (credits). Each semester consists out of 2 blocks. We advise you to take a maximum of 15 ECTS per block.

Please look very carefully at [our list](#) of course offerings **as you will be automatically registered into the courses you apply for upon your admission**. Courses may be changed before the start

of the classes if you encounter scheduling clashes or other insurmountable problems (subject to availability).

Housing

If you would like to apply for university-managed housing you need to take the following steps:

1. a fee of 350 euros should reach the Admissions Office **no later than June 1st** for the Fall Semester or **no later than November 15th** for the Spring Semester
2. Complete [the application form](#)

Leiden University has limited availability of student accommodation. Our Housing Office allocates accommodation on a 'first come first served' basis, which means the earlier we receive your housing fee the greater your chance of being allocated a room. If you pay the fee before the above-mentioned deadline the Housing Office will do its best to offer you accommodation but unfortunately cannot guarantee that it will be able to do so. If you pay the fee after the above-mentioned deadline it is likely that you will not be allocated a room.

Please note that if you need a visa to enter the Netherlands, you will need a Dutch address at the time of your visa application. If you apply for university housing, your Dutch address is automatically included in the visa application.

On the Leiden University website you can find more information about the [various accommodation options available to you](#). If you have any further questions or concerns regarding housing, please contact the housing department at housing@sea.leidenuniv.nl.

Introduction programme

Leiden University will organise an [orientation programme](#) for all international students. For the Fall students it will take place in August. For the Spring semester it will take place in the last week of January. In due time you will receive more information about the orientation programme.

We very much look forward to welcoming you both at Leiden and at the Leiden Law School!

Kind regards,

On behalf of the Office for International Education at the Leiden Law School

Mrs Mahshid Alizadeh
Exchange Coordinator